

**\*Amended 3 February 2005**

**HUMAN RESOURCES OFFICE  
CALIFORNIA NATIONAL GUARD  
P.O. BOX 269101  
SACRAMENTO, CA 95826-9101**

**\*ARMY TECHNICIAN VACANCY ANNOUNCEMENT \*#05-054C**

**Supply Technician  
N0046  
GS-2005-07  
\$34,149 - \$44,395 pa**

**ANNOUNCEMENT DATE:** 31 January 2005  
**CLOSING DATE:** 8 March 2005

**SELECTING OFFICIAL:** Supvry Logistics Management SpecI

**APPOINTMENT FEATURES:** Competitive Service  
Career/Career Conditional Status

**POSITION LOCATION:** USPFO, San Luis Obispo, CA

**CONCURRENT CONSIDERATION WILL BE GIVEN IN THE ANNOUNCEMENT OF THIS POSITION AND VACANCY ANNOUNCEMENT #05-053. ONLY ONE OF THE ANNOUNCED POSITIONS WILL BE FILLED. REFERRAL AND SELECTION WILL BE IAW TPM, ANNEX A.**

This position is located in the Material Management Branch, Supply and Service Division, USPFO. The incumbent will function as the technical expert in various supply areas such as rations, ammunition, petroleum/oils/lubricants (POL), medical, and other general categories of materials management. The purpose of this position is to manage supply related activities including support of inventory control, storage, distribution, cataloging, supply identification systems, property utilization and other related supply activities using standard Army Management Information Systems (STAMIS).

**1. AREA OF CONSIDERATION:** Statewide. Applications will be accepted from current permanent technicians of the California National Guard with Career or Career Conditional status.

**2. CONDITION OF EMPLOYMENT:** Completion of a favorable National Agency Check. Must participate in PD/EFT (Direct Deposit).

**3. DUTIES:** Serves as manager for assigned materials; maintains accounting and reporting systems for federal property and performs routine phases of material accountability; reviews justification and approves issues for emergency requests;

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manages and reviews supply transactions based on dollar limitations, status of Obligation Authority (OA), status of consumer funds and verifying with requisitioning activity; responsible for managing the DOD Activity Address File (DODAAF) to include additions, changes and deletions; maintains contacts with customers for critical shortages; drafts correspondence pertaining to individual transactions or stock numbers for assigned materials.

**5. QUALIFICATION REQUIREMENTS:** Competitive qualification requirements for this position are from OPM X-118 Handbook:

a. **GS-07** requires 1 year specialized experience equivalent to the next lower grade level.

(1). **Specialized Experience** is experience which is directly related to the position to be filled and which has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of the position. To be creditable, specialized experience must have been at least equivalent to the next lower grade level.

**6. KNOWLEDGES, SKILLS, AND ABILITIES:** The following knowledge's, skills, and abilities will be used to determine the best qualified applicants from which selection will be made:

- a. Knowledge of standard methods of receipt or material order documentation control and material processing.
- b. Knowledge of policies and regulations regarding storage space controls, stock location systems, layouts, and storage techniques.
- c. Ability to establish and maintain effective work relationships.
- d. Knowledge of regulations, and mechanized/statistical techniques in the computation and forecasting of quantitative requirements.
- e. Knowledge of regulatory requirements governing the accounting for government property.
- f. Ability to research information.
- g. Knowledge of how to fill out, post, file, control, or code supply documents or transactions.

**MALE SELECTEES BORN AFTER 31 DECEMBER 1959 WILL BE REQUIRED TO SIGN A PRE-APPOINTMENT CERTIFICATION STATEMENT FOR SELECTIVE SERVICE.**

**INSTRUCTIONS FOR APPLYING: INDIVIDUALS MAY APPLY BY SUBMITTING AN OPTIONAL FORM (OF) 612, OPTIONAL APPLICATIONS FOR FEDERAL EMPLOYMENT; A STANDARD FORM (SF) 171, APPLICATION FOR FEDERAL EMPLOYMENT; A RESUME OR ANY OTHER WRITTEN FORMAT. IF YOUR**

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APPLICATION OR RESUME DOES NOT INCLUDE ALL THE ITEMS REQUESTED ON THE OF-612 AND THIS VACANCY ANNOUNCEMENT, ALONG WITH A NARRATIVE DESCRIPTION OF HOW YOU MEET THE GENERAL AND SPECIALIZED EXPERIENCE REQUIREMENTS, YOU MAY LOSE CONSIDERATION FOR THE POSITION. IF YOU DESCRIBE MORE THAN ONE TYPE OF WORK (FOR EXAMPLE, CARPENTRY AND PAINTING, OR PERSONNEL AND BUDGET), WRITE THE APPROXIMATE PERCENTAGE OF TIME YOU SPENT DOING EACH. THE ABOVE FORMS ARE AVAILABLE AT THIS OFFICE AND ANY FEDERAL AGENCY.

SUBMIT APPLICATIONS TO: THE HUMAN RESOURCES OFFICE (HRO), P.O. BOX 269101, SACRAMENTO, CA 95826-9101 (OR FOR EXPRESS MAIL: 9800 GOETHE ROAD, SACRAMENTO, CA 95826-9101). ***ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY CLOSE OF BUSINESS ON THE CLOSING DATE INDICATED ABOVE.*** VETERANS PREFERENCE DOES NOT APPLY.

***\*ALL APPLICATIONS MUST BE SIGNED & DATED\****

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS. PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

FEDERAL LAW PROHIBITS THE USE OF GOVERNMENT ENVELOPES, POSTAGE, OR FACSIMILE (FAX) FOR SUBMISSION OF APPLICATIONS.

PERMANENT CHANGE OF STATION (PCS) EXPENSES MAY/MAY NOT BE AUTHORIZED FOR THIS POSITION. AUTHORIZATION FOR PAYMENT OF PCS EXPENSES WILL BE GRANTED ONLY AFTER DETERMINATION IS MADE THAT PAYMENT IS IN THE BEST INTEREST OF THE CALIFORNIA NATIONAL GUARD.

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER